

CREATING INSPECTION AND ENFORCEMENT (I&E) STRATEGY MATRICES FOR NEW FISCAL YEAR (FY) 2009 IN THE AUTOMATED FLUID MINERALS SUPPORT SYSTEM (AFMSS)

This method will be used to create the matrices for Federal data to be input into Non-Indian AFMSS. For those offices with both Federal and Indian responsibility, this method will be used to create the matrices for the Federal portion of their workload and input into Non-Indian AFMSS. For instructions to complete the matrices for Indian data, refer to attachments 4 and 6.

A. REVIEW AND UPDATE PRIORITY RECORD INSPECTION STATUS CODES

1. Close open inspections, review and update priority record inspection status code.

The AFMSS Inspection Statistics for Office (IEP .13) report must be run with the 'Include Open Inspection Only' selected for entire current FY (Start Date: 10/01/07, End Date: 9/30/08). Any open inspections must be closed, if more work is needed to complete the inspection note in remarks that the case will be opened in the next FY for completion.

2. The AFMSS I&E Strategy Matrix - Inspection Items report (IEP.51) must be generated and reviewed as the next step in the process of creating a new FY Strategy Matrix. Run the Inspection Items report (IEP.51) for the current year and update the Inspection Status Code in the Priority record, if necessary, to reflect the need for inspections in the upcoming year (see Item f below for correct status codes). This must be done prior to creating new priority records for the new FY. Do not delete old priority records from the system if the records were once valid. These should be left as an historical record in the database.

To review current priority records:

- a. Click on Monitoring on the Main Menu for AFMSS.
- b. Click on I&E Strategy, which will launch the I&E Strategy Matrix (IEP.54) screen.
- c. Click on the button next to the version box and highlight the most current "official" strategy version; click on QUERY.
- d. This will retrieve the Strategy Matrix. Once it is displayed, click on Reports button.
- e. Select Inspections Items (IEP.51). Several sort options are available. Make note of the sort option used to run this report. If sorted by Case, Operator, Overall Priority, County, State, or Field Office, the Inspection Priority Finder screen will allow sorting the records in the same order.

- f. Print the entire Inspections Items report. This report will have to be manually verified to ensure that all the cases requiring inspection are listed; all inspection priority records reflect the correct/current operator; and the Inspection Priority Status code is set to:

H= if it is an active case and an inspection for that case/operator combination is necessary; or

A= if the case/operator wells have all been plugged and the BLM is awaiting surface restoration (environmental inspection still necessary); or

I= if the case no longer needs an inspection priority record for the upcoming FY and is in the system as an historical reference only. This includes all terminated agreements and/or cases that contain only P+A wells, or case/operator combinations that are no longer valid (operator changes).

The Inspections Item report contains columns that count the number of wells and facilities connected to a Priority record. Pay special attention to those case/operator combinations (IIDs) that show zeros for both columns. This may indicate that there has been a change of operator, or some other reason that the record should be marked as Inactive or deleted. All valid case/operator combinations should contain information in each one of the columns on the report (with the exception of the Last Insp Dates), and should have at least one well connected to the case/operator combination. If there is no information for a case/operator combination, the record should be updated to Inactive or deleted so it will not result in an erroneous count of inspection items.

Inspection priority records can be established at the time the first well for a case/operator begins drilling. If an operator change occurs on the case, a new priority record must be created for the new operator for the case. The old operator priority record should be updated to "I" in the Inspection Status Code field. Do not use the old operator's compliance rating in the priority record for new operator on the case. New operators of a case start with a clean compliance record.

If priority records for cases with only wells in Notice of Staking (NOS), Application for Permit to Drill (APD), Unapproved Notice of Staking (UNOS), Unapproved Approved Permit to Drill (UAPD), or Rehabilitated Location (RLOC) status are found, the Local User Support person in the office may delete these.

3. Once the Inspection Items report has been reviewed update the necessary priority records.

To Update the Inspection Status Code in the Priority Records:

- a. Click on Monitoring from the Main Menu.
- b. Click on Inspections.
- c. When the Inspection List screen (GLB.92) displays, make sure selection default is “by Priority.”
- d. Click on the Priority button to launch the Inspection Priority List (IEP.69) screen.
- e. To update the Priority records, make sure that the Year field shows current FY and the “Exclude Inactive Priorities” option is checked. Click on the QUERY button. The screen will display all of the cases with current inspection priorities for current FY. Click on the sort button and add the fields to the sort in the order you used on the Inspection Items report (IEP.51). The display on the screen and the order of the report should now match. NOTE: Depending on the number of cases in the database, it could take a very long time to display the results. On larger databases, it is suggested that you fill in one or more of the query fields to limit results. For example, if you sorted the Inspection Items report (IEP.51) by operator, query the Inspection Priority list (IEP.69) screen for a particular operator and work through the report until all cases for each operator have been reviewed.
- f. On the Inspection Priority List (IEP.69) screen up to 200 records may be selected at one time. Highlight a group of records and click on “Edit Insp Priority.” The Inspection Priority (IEP.46) screen will be launched. Update those records that need the Inspection Status Code changed. Use the NEXT and PREVIOUS buttons to move among the records that need updating.
- g. REMEMBER TO SAVE each priority record before going on to the next.
- h. EXIT to the Main Menu when finished updating the records.

B. RUN THE PRIORITY ROLLOVER

The Inspection Priority Rollover (IEP.68) is a function that allows AFMSS to create an upcoming FY Inspection Priority Record for use in building the annual Inspection Plan Matrix. The rollover function is to be performed once per year just prior to creating the matrix for the upcoming FY. The rollover process will create a new priority record for all active case/operator combinations that have a current year priority record if the Inspection Priority Status Code is not equal to “I” for inactive.

During the rollover process, the following prioritization categories will be recalculated based on BLM production volume and noncompliance threshold criteria:

- Operator compliance history;
- Average monthly production;
- Environmental rating; and
- Overall priority ratings.

If threshold criteria are met, the category will be rated High Priority and the overall rating will be adjusted accordingly. It is imperative that each Field Office (FO) review and update its Inspection Priority Status codes prior to running the Priority Rollover function to ensure that an accurate rollover occurs.

It is also critical that each FO review each priority record to ensure that the rollover function has correctly calculated the average monthly production for oil and gas. Previous problems with the OGOR data have occurred in AFMSS, so each FO must verify that the calculations are correct to determine the correct overall priority. If needed, the average production volumes and overall priority may be manually adjusted on the new FY records after the rollover is performed, but must be done before the matrix is created.

It is REQUIRED that each office conduct a “Dry Run” of the Inspection Priority Rollover Report before performing the actual rollover. This function can only be performed by individuals who have security clearance for this screen. From the AFMSS Main Menu, click on the User Support selection at the top of the screen: Select Priority Rollover IEP.68 from the cascading menu to access the launcher screen.

1. An option to conduct a “Dry Run” of the rollover function is available by clicking in the box to mark it with an X. Conducting a dry run allows you to perform the rollover option without actually committing changes to the database. The output default is set to “Print Rollover Detail Report and Log File.” It is REQUIRED to use this default. Review this printout to see if records require editing before performing the actual rollover. With the Dry Run option selected, click on “Run Priority Rollover.”
2. The launcher screen (IEP.68) will display a “rollover from FY” and a “rollover to FY” area. When the rollover is performed for the first time, make sure the default shows rollover from the present FY to the new FY for the new FY priority records to be created.
3. If the display shows the new FY to the new FY, change the first box to the present FY. Click “Yes” when the system asks if you want to overwrite the current new FY records. (This should only occur if the rollover function is being performed after October 1. Normally at the beginning of the new FY, the system automatically creates a new priority record for all producing cases. It simply copies the record from the previous FY. The system does this for several reasons. One important reason is that it allows inspection personnel to document production inspection activities on active cases during the new FY, even though the rollover procedure has not been performed.)

4. The Detailed Report and Log File will print a listing of the rules AFMSS uses in running the priority rollover, the summary information, and a report listing each priority record for the present FY versus the new FY. This report includes a description of the number of environmental and FOGRMA violations the system counted for use in calculating the ratings for the new FY priority records. For the “Dry Run” option, this report will indicate that this is a “Dry Run Only - Database Not Updated.”

The report can be very long if there is a large database since the report will show four lines of data for each inspection priority record rolled over to the new FY. Keep this in mind prior to printing a hard copy of the report. The “Dry Run” may be performed as many times as desired. This process does not make changes to the database.

AFTER reviewing the Dry Run, and when you are confident that all records are correct, you are ready to perform the actual Inspection Priority Rollover. Follow the instructions listed above; however, to perform the actual rollover, make sure the toggle button next to the Dry Run option is not checked. Then click on “Run Priority Rollover” to create the new FY inspection priority records. Another report will be generated that shows the priorities as the priorities were actually created.

Review the report again to ensure that the rollover was performed correctly for all inspection items. If needed, update any priority records that did not carry over correctly before creating a new version of the matrix.

C. CREATE A NEW VERSION OF THE MATRICES FOR THE UPCOMING FY

NOTE: You are creating the matrix for the Federal (Non-Indian) data only. Even though there are rows for Indian data, do not input any data into these fields. See attachments 4 and 6 for creating the Indian I&E Strategy Matrices.

1. After the actual Priority Rollover function has been performed and you have reviewed all records for accuracy (and made any necessary adjustments), you are ready to create a Strategy Matrix for the new FY. From AFMSS Main Menu, click Monitoring.
2. Click on I&E Strategy from the cascading menu.
3. The I&E Strategy Matrix - Inspection Items (IEP.54) screen will be displayed.
4. If the record appears with the current year’s data populated, you will have to exit from AFMSS and come back in. The matrix screen should be blank when creating a new matrix. Enter new FY in the Fiscal Year box located on the first row of IEP.54.

5. Click into the box to the right of the word "Version." Enter the name of the new matrix that you are creating (for example, FY 2009 Vernal Field Office). Next, there is a box next to the "Version." Click on the arrow button to select either "Working" or "Official." This allows you to designate the type of matrix you are creating. Create a "Working" copy so you can edit the Matrix until you are sure it is accurate.

6. Count the Producing Inspection Items:

- a. From the Main Menu, click on Monitoring and I&E Strategy.
- b. Click on the RECOUNT FOGRMA ITEMS button located on the far right side of the first row of buttons. A message will appear informing you that this procedure could take a long time and asks if you want to continue. Click the YES button.

The system will count the number of producing and non-producing inspection items by Overall Priority that will be used in calculating the number of required production inspections. This does not include inspection items with a case status of Abandoned (A).

The Inspection Items fields will populate once the count is completed. Review the total number of inspection items once the fields have auto-populated. NOTE: The number of items displayed will not equal the amount of cases listed on the IEP.51 report since the recount does not include those cases with an abandoned status.

7. Enter the Estimated Number of Inspections:

- a. Enter the number of estimated Federal High and Low priority Drilling inspections to be conducted during the FY. Click on the box to activate it prior to entering information or tabbing from field to field.
- b. Enter the number of estimated Federal High and Low Priority Plugging Inspections in the appropriate boxes.
- c. Enter the number of estimated Federal High and Low Priority Workover Inspections in the appropriate boxes.
- d. Enter the number of Federal High and Low Priority Environmental Drilling Inspections. (This number should total the same as the number of Drilling inspections that are estimated for the year.)
- e. The Environmental Producing High and Low Priority count in the next column should equal the Total Items (producing and non-producing) that were calculated in Step 1. This information will be automatically calculated from the Environmental priority rating for each inspection item that has an inspection status code of "H."

- f. Enter the number of Federal and Indian High and Low Priority Environmental Abandonment/Reclamation inspection to be conducted during the FY.
 - g. **SAVE THE RECORD.** Make sure the message box in the lower left corner of the screen states that the table was updated.
8. Enter the Positions and Work-months Information for your office:
- a. Click on the POSITIONS/WORKMONTHS button. This will display IEP.55.
 - b. Enter position and work-month information based on your FO personnel that work in the program. To ensure proper accounting of the work-months needed for the program, a base of 12 work-months must be used for each FTE. Using AFMSS data, enter the number of work-months that are expected to be devoted to completing inspections in the “I&E Inspection Work-months” column. The remaining work-months are accounted for in the “Misc. Work-months” column. (NOTE: Two of the 12 work-months for each FTE are automatically placed in the miscellaneous column to account for annual and sick leave, 0999 account). Account for the overtime work-months in the “Overtime Work-months” column. When querying AFMSS, be sure to deduct the overtime work-months when determining your inspection work-months. Time worked outside the I&E program, such as range or fire work, will not be counted in the inspection plan matrix. Oversight time shall be accounted under Management support, and specific details regarding oversight work-months planned may be further documented under the Special Considerations section of the matrices.
 - c. **SAVE THE RECORD.** Look for the table update message in the message box.
 - d. Press the EXIT button to return to IEP.54.
9. Ensure Percentage of Other Production Inspections required is Correct:
- a. Click on the CALCULATIONS button. This displays the Truly Strange Required Inspection Calculator (IEP.56) window. This window displays information entered on IEP.54 and allows the user to change the percentage of “Other” producing inspection items to be accomplished. The defaults for “Federal IIDs” will be set to 33.33 percent. NOTE: The program defaults to display 33.33 percent for Indian IIDs, however, this will not apply to this matrix. Disregard this portion of the screen. **SAVE THE RECORD.**
 - b. Press EXIT to return to IEP.54.
10. Enter the number of Planned Inspections:
- a. Click on the INSPECTION TYPES button. This displays Page 2 of the matrix (IEP.58). The window contains a listing of all inspection types, average hours to conduct each inspection type, the number of required and planned inspections, and work-months

necessary to conduct the inspections. The average inspection hours and the required number of inspections by inspection type auto-populate this screen when it is displayed.

- b. If the FO needs to adjust the average inspection hours, click on the “INSP HRS” button. This brings up a window with an entry box for each inspection type. Click the SAVE button. Once the necessary changes are made and saved, click the EXIT button and the system will update the average inspection hours displayed on IEP.58. It will take a few moments to complete this procedure. The system is also calculating new work-month figures. (NOTE: You may want to run the Inspection Summary for Office (IEP.13) report using the previous FY dates to validate the average inspection hours. To generate this report, select Reports from the main menu, click on I&E Reports, then select IEP.13. Enter the start and end date range that will give you an entire year’s inspection data (for example, 10/01/2005, 09/30/2006 for FY 2006 information). Make sure to select Inspection Details in Total for All Closed Inspections for the report. Click on print and the report will generate. The last page of the report summarizes the average hours and number of inspections by type.)
- c. Once IEP.58 displays the new average inspection hours, SAVE THE RECORD before continuing on to input the number of planned inspections.
- d. Enter the number of Federal Planned inspections for the FY in the appropriate columns. The number of planned inspection must be based on available work-months indicated in the IEP.55 Positions/Work-months window. To enter information, tab from field to field, or use the mouse to click on the desired area to enter information. If you do not use the Tab key, the system will not generate work-month information until the record is saved. If you want to see the work-months displayed after entering the number of inspections, be sure to use the Tab key at that point.
- e. SAVE THE RECORD.

11. Review the Required versus Planned Inspections:

- a. Click the REQUIRED/PLANNED button to review required versus planned inspections. Once again, verify the number of available work-months against what is planned to ensure that there are not more inspections planned than there are work-months to accomplish. To see available work-months, click on the POSITIONS/WORKMONTHS button and look at the total inspection work-months available. Press EXIT to return to the Required/Planned window.
- b. To amend planned inspections from the Required/Planned (IEP.57) window, click the EXIT button. This closes IEP.57 and displays the previously opened window (IEP.58). Make the necessary changes and SAVE the record. Click on EXIT to return to IEP.54.

12. Add Remarks or Special Considerations to the Matrices:

- a. To add Remarks or Special Considerations, click the REMARKS button. Enter information as applicable. Do not forget to document position and work-month availability descriptions, any additional idle/orphan well workload adjustments made to the strategy, and the number or production records reviews that your office plans on conducting in the upcoming FY. SAVE the record. Click the EXIT button.

Note: You may revise the “Working” version of your matrix until you are confident that the matrix is complete. Change the box from “Working” to “Official” to indicate that this is the matrix to be used for this FY.

13. Print the Matrices:

Print the Matrix Summary Report by clicking the REPORTS button. Select IEP.50 Inspection Matrix Summary. This brings up a preview of the report.

You are done! Exit the open windows by clicking the EXIT button on each window and return to AFMSS Main Menu.